

**PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY
CRITERIA ESTABLISHED PURSUANT TO N.J.S.A. 19:44A-1 ET.SEQ.**

The City of Millville solicits statements of qualification and proposals for applicants for appointment to the following professional position. Responses should address the general criteria and mandatory minimum criteria for the position sought and the desired compensation package. All responses will be treated as confidential and reviewed only by the Mayor & City Commission, unless otherwise required by law. Sealed proposals will be received by the Purchasing Board of the City of Millville, 12 South High St. no later than 10:00 AM Tuesday, November 24, 2015 when publicly opened and read aloud. Please Submit six (6) copies of your proposal. Responses will be reviewed by the Mayor & City Commission. All appointments will be announced at a public meeting. Unless otherwise noted appointments shall be for the calendar year of 2016 and subject to the execution of an appropriate contract.

MUNICIPAL ATTORNEY

GENERAL CRITERIA: The City of Millville desires to appoint a New Jersey licensed attorney or a firm of attorneys to represent the City of Millville. The City Attorney provides legal advice, attends meetings and performs those duties authorized by law and by the Governing Body of the municipality. Some of those duties include drafting ordinances, resolutions, legislation for the Municipal Code, general contracts, professional service contracts, real estate documents and other documents. The City Attorney is also charged with the responsibility of overseeing litigation involving the municipality even if it is being handled by outside counsel. Applicants are encouraged to submit information demonstrating particular knowledge relating to the representation of municipal governments in litigation actions. Any experience or knowledge of matters directly affecting the City of Millville should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than five (5) years preceding appointment.
2. Must have a minimum of five (5) years experience in representing municipal governments as defendants in actions before the Superior Court of New Jersey and must list past and present public entities represented in actions before the Superior Court of New Jersey.
3. Must maintain professional liability insurance in the amount of \$1,000,000 with a company with at least an "A" rating with AM Best.
4. Must maintain a bona fide office in the State of New Jersey.

MUNICIPAL BOND COUNSEL

GENERAL CRITERIA: The City of Millville desires to appoint an attorney or firm who will be the primary legal representative of the City in all matters relating to the issuance of public debt instruments including bonds and bond anticipation notes of the City. Applicant should demonstrate knowledge of municipal bond and finance law. Any experience or knowledge of matters that directly affect the City of Millville should be addressed.

MANDATORY MINIMUM REQUIREMENTS.

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than five (5) years preceding appointment.
2. Must have a minimum of five (5) years experience representing municipal entities in connection with the approval of bond ordinances and the issuance of municipal bonds and/or notes.
3. Must maintain a bona fide office in the State of New Jersey.
4. Must maintain professional liability insurance in the amount of \$1,000,000 with a company with at least an "A" rating with AM Best.
5. Must have sufficient support staff to provide all services required by the City including, but not limited to, the preparation of all documents necessary and incidental to the issuance of bonds and other municipal obligations.
6. Must list past and present public entities represented as Bond Counsel.

MUNICIPAL AUDITORS

GENERAL CRITERIA: The City of Millville desires to appoint a firm of certified public accountants to act as municipal auditors for the City of Millville. Applicant should demonstrate knowledge of municipal auditing laws and regulations and experience in providing advice to municipal entities on records compliance issues. Any experience or knowledge of matters that directly affect the City of Millville should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. The firm must employ a minimum of ten (10) certified public accountants who have been licensed in that capacity for a period of not less than five (5) years each prior to the date of appointment.
2. The firm must employ a minimum of five (5) registered municipal accountants licensed and qualified in that capacity for a minimum of five (5) years each prior to the appointment
3. Must have a minimum of five(5) years' experience in providing auditing services to municipalities within the State of New Jersey.
4. Must maintain professional liability insurance in the amount of \$1,000,000 with a company with at least an "A" rating with AM Best.
5. Must maintain a current principal office within the State of New Jersey and must describe any special services available to municipal clients.
6. Must list all past and present municipal clients.

SPECIAL COUNSEL

GENERAL CRITERIA: The City of Millville desires to appoint a New Jersey licensed attorney or a firm of attorneys to represent the City of Millville in litigation matters in which the Municipal Attorney recommends to the Commissioners that it would be appropriate to utilize the services of Special Counsel to represent the City of Millville. Applicants are encouraged to submit information demonstrating particular knowledge relating to the representation of municipal governments in litigation actions. Any experience or knowledge of matters directly affecting the City of Millville should be addressed. Included but not limited to Bond Counsel, Labor Counsel, Bankruptcy/Foreclosure and Loan/Mortgage Enforcement Counsel.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than five (5) years preceding appointment.
5. Must have a minimum of five (5) years experience in representing municipal governments as defendants in actions before the Superior Court of New Jersey and must list past and present public entities represented in actions before the Superior Court of New Jersey.
6. Must maintain professional liability insurance in the amount of \$1,000,000 with a company with at least an "A" rating with AM Best.

7. Must maintain a bona fide office in the State of New Jersey.

ADVERTISING, MARKETING AND PUBLIC RELATIONS FIRM

GENERAL CRITERIA: The City of Millville desires to appoint a firm or firms to provide advertising, marketing and public relation services to the City. Applicants should demonstrate knowledge and experience with respect to all aspects of advertising, marketing and public relation required by a municipal entity. Any experience or knowledge of matters that directly affect the City of Millville should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must coordinate and provide services for media, planning, press releases, written reports and other services required by the City of Millville related to advertising, marketing and public relations.
2. Must have access to various media outlets.
3. Must have a minimum of five (5) years experience in providing public relations consulting services to municipalities.
4. Must maintain professional liability insurance in the amount of \$1,000,000 with a company with at least an “A” rating with AM Best.
5. Must list past and present municipalities served as public relations.

COMMUNITY DEVELOPMENT BLOCK GRANT ADVISOR

GENERAL CRITERIA: The City of Millville desires to appoint a firm or firms to provide community development advice services to the City. Applicants should demonstrate knowledge and experience with respect to all aspects of community development reporting and tracking required by a municipal entity. Any experience or knowledge of matters that directly affect the City of Millville should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must coordinate and provide services for Community Development advice and other services as required by the City of Millville.
2. Must have a minimum of five (5) years experience in providing Community Development advice services to municipalities.

3. Must maintain professional liability insurance in the amount of \$1,000,000 with a company with at least an “A” rating with AM Best.
4. Must list past and present municipalities served as Community Development advisors.

FINANCIAL ADVISOR FIRM

GENERAL CRITERIA: The City of Millville desires to appoint a firm or firms to provide financial advice services to the City. Applicants should demonstrate knowledge and experience with respect to all aspects of finance required by a municipal entity. Any experience or knowledge of matters that directly affect the City of Millville should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must coordinate and provide services for finance advice and other services as required by the City of Millville.
2. Must have a minimum of five (5) years experience in providing financial advice services to municipalities.
3. Must maintain professional liability insurance in the amount of \$1,000,000 with a company with at least an “A” rating with AM Best.
4. Must list past and present municipalities served as financial advisors.

INSURANCE BROKER OF RECORD

GENERAL CRITERIA: The City of Millville desires to appoint an insurance broker of record responsible for the negotiation and placement of various insurance products required by the City of Millville including, but not limited to, general liability insurance, general property insurance, errors and omissions insurance, fleet motor vehicle insurance and others. Applicant should demonstrate an extensive knowledge of all insurance products required by municipal entities and available product lines. Any experience or knowledge of matters directly affecting the City of Millville should be addressed. **All proposals should be on a Fee Base Schedule rather than a Commission Based schedule.**

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed as a New Jersey insurance broker for a minimum of five (5) years.

2. Must have a minimum of five (5) years' experience representing New Jersey municipal governments as an insurance broker.
3. Must handle all insurance products required by the City of Millville.
4. Must have access to various competitive insurance lines.
5. Must maintain professional liability insurance in the amount of \$1,000,000 with a company with at least an "A" rating with AM Best.
6. Must have available risk management consultant services as requested by the City.
7. Must be able to provide consulting services relative to self-insurance programs and other alternative insurance options.
8. Must list past and present municipal entities served as Insurance Broker.

BROKER OF RECORD FOR EMPLOYEE BENEFIT PROGRAM.

GENERAL CRITERIA: The City of Millville desires to appoint a broker of record for its employee benefit programs (such as health, dental, prescription and vision programs). Applicants should demonstrate knowledge and experience in the placement of insurance and alternative benefit programs on behalf of municipal entities with particular experience in areas of cost containment. Any specific experience or knowledge of matters affecting the City of Millville should be addressed. **All proposals should be on a Fee Base Schedule rather than a Commission Based schedule.**

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed as a New Jersey insurance broker for a minimum of five (5) years.
2. Must have a minimum of five (5) years experience representing New Jersey municipal governments as an employee benefit program broker. Must demonstrate the ability to handle employee benefit programs required by the City of Millville.
3. Must maintain professional liability insurance in the amount of \$1,000,000 with a company with at least an "A" rating with AM Best.
4. Must have access to various competitive insurance products.

5. Must be able to provide consulting services relative to cost containment and alternative products available to municipal governments for employee benefit programs.
6. Must list past and present municipal entities served as Employee Benefit Program Broker.

PLANNING CONSULTANT

GENERAL CRITERIA: The City of Millville desires to appoint a municipal planning consultant for the purposes of reviewing the City Master Plan, providing outside plan review services for the Millville Planning and Zoning Board, and City's requirements under the rules and regulations promulgated by the State of New Jersey, Commission on Affordable Housing (COAH). Applicants should demonstrate knowledge of general New Jersey municipal land use law and specific knowledge as to the creation and revisions to municipal ordinances, master plans and municipal requirements under COAH. Any experience or knowledge of matters directly affecting the City of Millville should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Applicants must be licensed and/or certified, if required by the State of New Jersey, to provide professional planning services in the State of New Jersey.
2. Must have a minimum five (5) years experience in providing service to New Jersey municipalities in the review of their Master Plan and requirements under the rules and regulations promulgated by the State of New Jersey, Commission on Affordable Housing (COAH).
3. Must maintain professional liability insurance in the amount of \$1,000,000 with a company with at least an "A" rating with AM Best.
4. Must list all past and present municipal clients.

ENGINEER

GENERAL CRITERIA: The City of Millville desires to appoint a municipal engineer for the purposes of providing outside plan review services for the Millville Planning and Zoning Board, and City's requirements under the rules and regulations promulgated by the State of New Jersey Department of Transportation. Any experience or knowledge of matters directly affecting the City of Millville should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Applicants must be licensed and/or certified, if required by the State of New Jersey, to provide professional traffic engineering services in the State of New Jersey.
2. Must have a minimum five (5) years experience in providing service to New Jersey municipalities in the review of their traffic plan and requirements under the rules and regulations promulgated by the State of New Department of Transportation.
3. Must maintain professional liability insurance in the amount of \$1,000,000 with a company with at least an “A” rating with AM Best.
4. Must list all past and present municipal clients

ENGINEER

GENERAL CRITERIA: The City of Millville desires to appoint a General Engineer for the purposes of preparing plans and specification for small projects on an as needed basis. Any experience or knowledge of matters directly affecting the City of Millville should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Applicants must be licensed and/or certified, if required by the State of New Jersey, to provide professional engineering services in the State of New Jersey.
2. Must have a minimum five (5) years experience in providing engineering service to New Jersey municipalities.
3. Must have a minimum five (5) years experience providing engineering service in the specialty requested such as Water, Sewer Treatment, and Environmental
4. Must maintain professional liability insurance in the amount of \$1,000,000 with a company with at least an “A” rating with AM Best.
5. Must list all past and present municipal clients

INDEPENDENT HEARING OFFICER

GENERAL CRITERIA: The City of Millville desires to appoint a municipal independent hearing officer to represent the City of Millville in disciplinary and grievance hearings. Applicants are encouraged to submit information demonstrating particular knowledge relating to the representation of municipal governments in hearing

actions. Any experience or knowledge of matters directly affecting the City of Millville should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must have a minimum five (5) years experience in providing service to New Jersey municipalities in disciplinary and grievance hearings.
2. Must maintain professional liability insurance in the amount of \$1,000,000 with a company with at least an “A” rating with AM Best.
3. Must list all past and present municipal clients.

CITY APPRAISER.

GENERAL CRITERIA: The City of Millville desires to appoint an appraiser who will provide general appraisal services as required by the City of Millville. Applicant should demonstrate experience and knowledge of the field of appraisal, particularly as it relates to municipal tax appeals and condemnation issues. Any experience or knowledge of matters directly affecting the City of Millville should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Applicants must be MAI and SRA appraisers qualified as such for a period of not less than ten (10) years prior to appointment.
2. Must have a minimum of five (5) years experience appraising real property within the County of Cumberland.
3. Must have a minimum five (5) years experience in the representation of municipalities in matters before the County Board of Taxation or must have demonstrable experience as an appraiser establishing values for the purpose of condemnation matters on behalf of municipal entities.
4. Must maintain professional liability insurance in the amount of \$1,000,000 with a company with at least an “A” rating with AM Best.
5. Must list all past and present municipal clients

CITY PROSECUTOR

GENERAL CRITERIA: The City of Millville desires to appoint a New Jersey licensed attorney or a firm of attorneys to prosecute cases in the municipal court. Applicants are encouraged to submit information demonstrating particular knowledge relating to prosecutor work for municipal governments and any relevant knowledge of the City of Millville.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts for a period of not less than five (5) years preceding appointment.
2. Must have a minimum of five (5) years experience in municipal court matters.
3. Must maintain a bona fide office in the State of New Jersey.
4. The attorney or law firm has sufficient staff to satisfy the scope of services.
5. The attorney or law firm submitting a response to this proposal carries professional liability insurance in an amount of at least \$1,000,000 with a carrier that has at least an "A" rating by AM Best.
6. The attorney or law firm submitting a proposal has not represented within the past three (3) years and does not represent any adverse parties and claims whether administrative, civil, criminal, or otherwise against the City of Millville.
7. Must list all past and present municipal clients.

CITY PUBLIC DEFENDER

GENERAL CRITERIA: The City of Millville desires to appoint a New Jersey licensed attorney or a firm of attorneys to represent the City of Millville as a Public Defender. Applicants are encouraged to submit information demonstrating particular knowledge providing professional services to the Municipal Court to provide legal counsel to indigent defendants and any relevant knowledge of the City of Millville.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey for a period of not less than five (5) years preceding appointment.
2. Must have a minimum of five (5) years experience in Municipal Court.

3. The attorney or law firm has sufficient staff to satisfy the scope of services.
4. The attorney or law firm submitting a response to this proposal carries professional liability insurance in an amount of at least \$1,000,000 with a carrier that has at least an “A” rating by AM Best.
5. The attorney of law firm submitting a proposal has not represented within the past three (3) years and does not represent any adverse parties and claims whether administrative, civil, criminal, or otherwise against the City of Millville.
6. Must list all past and present Municipal Clients.
7. Must maintain a bona fide office in the State of New Jersey.

CITY ZONING BOARD ATTORNEY

GENERAL CRITERIA: The City desires to appoint a Zoning Board attorney to represent the City’s Zoning Board in all zoning related matters, including but not limited to, hearings held before the Zoning Board. Applicants should demonstrate knowledge of general New Jersey zoning law. Any experience or knowledge of matters directly affecting the City should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey for a period of not less than five (5) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.
2. Must have a minimum of five (5) years experience in the representation of municipal governments in zoning issues.
3. Must list past and present municipal or government authorities represented.
4. The attorney of law firm submitting a proposal has not represented within the past three (3) years and does not represent any adverse parties and claims whether administrative, civil, criminal, or otherwise against the City of Millville.
5. Must maintain a bona fide principal office in the State of New Jersey.
6. Must have sufficient support staff available to provide all legal services required by the City with respect to zoning issues including, tracking, researching, fully litigating such appeals or counterclaims (affirmative actions), preparing any legal

documents and related resolutions and fully coordinating and communicating the status of these activities with the appropriate City of Millville personnel.

CITY PLANNING BOARD ATTORNEY

GENERAL CRITERIA: The City desires to appoint a Planning Board attorney to represent the City of Millville Planning Board in all planning related matters, including but not limited to, hearings held before the Planning Board. Applicants should demonstrate knowledge of general New Jersey planning and development law. Any experience or knowledge of matters directly affecting the City should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey for a period of not less than five (5) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.
2. Must have a minimum of five (5) years experience in the representation of municipal governments in planning issues.
3. The attorney of law firm submitting a proposal has not represented within the past three (3) years and does not represent any adverse parties and claims whether administrative, civil, criminal, or otherwise against the City of Millville.
4. Must list past and present municipal or government authorities represented.
5. Must maintain a bona fide principal office in the State of New Jersey.
6. Must have sufficient support staff available to provide all legal services required by the City with respect to planning issues including, tracking, researching, fully litigating such appeals or counterclaims (affirmative actions), preparing any legal documents and related resolutions and fully coordinating and communicating the status of these activities with the appropriate City of Millville personnel.